

APSR University of Melbourne test bed

PROJECT STEERING COMMITTEE TERMS OF REFERENCE

Background

In October 2005 a Memorandum of Understanding between Australian Partnership in Sustainable Repositories (APSR) and the University of Melbourne (UoM) was signed to signify the cooperation between the two entities "...on projects that both address digital sustainability and have some national outreach"¹. By this agreement five principles were identified²:

1. UoM will be considered an APSR partner.
2. UoM will manage projects and events for APSR.
3. Accordingly, APSR funding will be made available to the University of Melbourne, Information Division [now Information Services].
4. UoM will nominate a program coordinator to manage APSR projects and provide reports to the APSR Project Leader.
5. UoM will nominate someone to attend major APSR steering committee meetings once a semester.

APSR Project: "Sustainable Paths for Data-intensive Research Communities"³

UoM will work within APSR to take responsibility for components of this project at UoM. APSR staff from other partners will be working in this project outside of UoM. The external APSR team will work with UoM staff to establish a framework for analysing and supporting these data-intensive research communities. UoM staff will then continue to work themselves within UoM. This will constitute the main APSR responsibilities for UoM⁴.

The objectives of the Steering Committee are to:

1. Oversee the conduct of the APSR project at UoM.
2. Ensure appropriate stakeholder perspective is incorporated into the implementation of the project
3. Raise issues in appropriate forums and elicit feedback for communication and discussion that would inform the project
4. Provide advice on the development of an evaluation strategy for the project
5. Provide advice and recommendations for University-wide dissemination of APSR project outcomes
6. The Steering Committee is to provide information and advice on the learnings from the APSR Project to the *E-Research Advisory Group* as required.

¹ Memorandum of Understanding (MoU) between APSR and University of Melbourne, October, 2005, p1.

² MoU, p1

³ Refer to document: *Sustainable Paths for Data-intensive Research Communities.htm*

⁴ MoU, p2.

Adopted at the first meeting of the Steering Committee held on 12 April 2006

The Steering Committee has responsibility to:

1. Review and endorse the project scope, actions and benefits.
2. Provide strategic guidance and direction to the project and monitor performance against plan.
3. Support the project manager to accomplish project goals.
4. Encourage and facilitate input from all key stakeholders.
5. Inform strategies for University-wide dissemination of APSR project outcomes.
6. Reporting to the e-Research Advisory Group to share learnings from the APSR project; identifying their implications for planning of e-research initiatives at the institutional level.

Membership:

1. Ms Nicki McLaurin Smith, (Chair) Director, Information Management and Project Sponsor
2. Ms Anna Shadbolt, (Secretary) Project Manager
3. Dr Angela Bridgland, Deputy, Marketing and Service Development
4. Mr Andrew Yeoh, Director, IT User Services
5. Ms Sally-Anne Leigh, Director, Information and Education Services
6. Ms Martine Booth, Manager, Information Planning and Architecture, Information Management
7. Mr Devendra Nambiar, Manager, Infrastructure Planning and Architecture, Information Infrastructure
8. Dr Glenn Swafford, Vice Principal (Research)
9. Director e-Research - Appointment pending
10. Mr Gavan McCarthy, Member, e-Research Advisory Group and a member of a research community participating in project.